

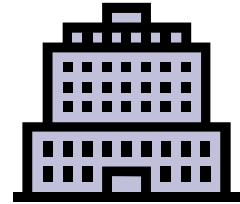
FACILITY MANAGERS' MEETING

23 MAR 2006

OVERVIEW

- BDA & CDB Contacts
- BRAC Facility Project Moratorium
- Fire Prevention & Extinguishers
- Dumpsters
- Recycling
- Miscellaneous
- Feedback
- Questions?

BDA Contact Cascade

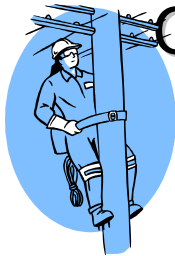


- Brooks Help Desk (24/7)
 - 4-9675 (4WORK) or...
www.edynamicportal.com/DP1/Metroplex/BrooksCity-Base/customerservice/starthere.asp



Organizational Property Managers:

- Denise Martin – cell: 825-8951
 - MSG, IOH, AFRL, 311 HSW
- Sheryl Boyd – office: 678-3313, cell: 825-8950
 - USAFSAM, AFCEE, Challenger Center, Hangar 9
- Rod Riggins – Facility/Operations Manager
 - Office: 678-3314, cell: 825-8947



311HSW/CDB

Contacts

- 311HSW/CDB is OPR for facilities, lease, licenses, agreements, environmental, fire prevention, mapping, hazmat/hazwaste
- 311HSW/CDB is Wing **liaison** to BDA for all DoD tenants
- Jerry Lane, 4-5012: Facilities, fire prevent
- Alvin Brown, 4-6702: Environmental
- Ramon Cintron, 4-6709: Recycling, HMMP
- Susan Merchant, 4-3373: Deputy Director

BRAC Facility Project Moratorium

- HQ USAF/IL memo, 18 May 2005
 - All real property activities terminated, except
 - Repairs, service calls, work to protect facilities
 - Legal/environmental/health/safety/regulatory rqmts
 - Work required to maintain (not improvements or upgrades) suitable working environment
- Any new facility projects require waiver from AFMC/CC
- Contact Jerry Lane/4-5012 before starting any facility project

Fire Prevention

- 311HSW/CDB is OPR for Fire Prevention Training and Awareness
 - 311HSWI 32-2, 1 Feb 06, implements
 - Provides Facility Manager instructions
- Fire drills must be conducted annually
 - Drills must be scheduled with BDA Security
 - Recommend drills be conducted each Oct
 - Email Jerry Lane when drills completed
- POC: Jerry Lane, 311HSW/CDB, 4-5012

Fire Extinguishers

- Fire extinguishers should be checked monthly and tags annotated
- 311HSW/CDB funded annual extinguisher inspection in Sep 04, Oct 05
 - Organizations must fund extinguisher replacement or servicing required
 - Allied Fire Protection performed inspection
 - 311HSW/CDB unable to fund future inspections
- POC is Jerry Lane, 4-5012, 311HSW/CDB

Dumpsters

- Dumpsters for bagged refuse, flattened boxes only
- Wooden pallets go to DRMO, B/1130, Mon/Wed, 4-3151 or 42212
- LG/4-2516 takes reusable crates; unusable crates must be broken down for dumpster
- Don't use another bldg's dumpster
- Call HELP Desk (4-WORK) to advise of temporary, added dumpster requirements
 - Cleaning house
 - Moving and disposing

Recycling

- Aluminum cans
 - “Noah’s Ark” recycling program
 - Recycling containers inside bldgs require entry & escort for pick-up person
- Cell Phones
 - Unused cell phones & accys can be recycled
 - Recycle container inside B/625 front door, Challenger Drive @ Inner Circle Drive
 - Door open 0700-1700, Mon-Fri
- 311HSW/CDB POC: Ramon Cintron, 4-6709

Miscellaneous

- **Emergency Procedures Pamphlet**
 - Should stay w/desk phone
 - Email request to William E. Jones, Olga Simons, 311MSG/XP, for replacements
 - Orgs must print from disk for >10 cys
- **Facility Manager Handbook**
 - Aug 04 edition being updated
 - Email request to Jerry Lane, 311HSW/CDB

Feedback

- Are these meetings valuable?
- Do they meet your needs?
- Would you prefer receiving periodic emails with this info **instead** of meetings?
- Your feedback is important
- Please email your feedback to:
 - Susan Merchant, 311HSW/CDB
 - Jerry Lane, 311HSW/CDB

QUESTIONS???